



State of California-Health and Human Services Agency  
Department of Health Services



ARNOLD SCHWARZENEGGER  
Governor

May 2, 2005

TO: ALL PRIMARY CARE CLINIC LICENSE APPLICANTS

SUBJECT: IMPLEMENTATION PROCESS FOR ASSEMBLY BILL (AB) 2307  
(CHAPTER 449, STATUTES OF 2004)

Effective with the date of this letter, a primary care clinic may complete an application to be licensed simultaneously with an application(s) for participation as a provider in one or more of the four health programs listed below. This letter will provide you with important information regarding the new application process.

### Background

AB 2307, which added Section 1222 to the Health and Safety (H&S) Code, requires the Department of Health Services (Department) to, on or before July 1, 2005, implement a process that allows an applicant for licensure as a primary care clinic, as defined in subdivision (a) of Section 1204 of the H&S Code, at the applicant's option, to submit an application for review of the clinic's qualifications for participation in any of the following programs simultaneously with any review for enrollment and certification as a provider in the Medi-Cal program, and if approved for participation in a program, to be enrolled or certified, or both, as a provider in the program, subsequent to certification and enrollment as a provider in the Medi-Cal program:

- Medi-Cal Presumptive Eligibility (PE) for Pregnant Women
- Child Health and Disability Prevention (CHDP)
- Comprehensive Perinatal Services Program (CPSP)
- Family Planning, Access, Care, and Treatment (Family PACT)

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Health and Safety Code Section 1204(a) defines two classes of primary care clinics in pertinent part as follows:

A "community clinic" means a clinic operated by a tax-exempt nonprofit corporation that is supported and maintained in whole or in part by donations, bequests, gifts, grants, government funds or contributions, that may be in the form of money, goods, or services. In a community clinic, any charges to the patient shall be based on the patient's ability to pay, utilizing a sliding fee scale.

A "free clinic" means a clinic operated by a tax-exempt, nonprofit corporation supported in whole or in part by voluntary donations, bequests, gifts, grants, government funds or contributions, that may be in the form of money, goods, or services. In a free clinic there shall be no charges directly to the patient for services rendered or for drugs, medicines, appliances, or apparatuses furnished.

### **Access to and Completing Application Forms**

Application forms for participation in the four health programs may be obtained from the Licensing and Certification (L&C) program website at <http://www.dhs.ca.gov/lnc/centApps/default.htm>. This website has a link to the application forms required for each of the four health programs. Each application includes instructions for completing the form. Participation in the four health programs is voluntary. You may participate in one or more of the health programs or none at all, at your option.

### **Returning Completed Application Forms**

Some of the health programs require more than one form to be completed. Therefore, you must return all of the required forms for each health program as a separate "packet". For example, if the forms required for the CHDP program have been completed, return that "packet" of forms to the appropriate local CHDP program office to initiate the review process while you continue to complete the forms for the other health programs. Return the completed application forms to the applicable health program office address as follows:

Medi-Cal Presumptive Eligibility (PE) for Pregnant Women: return the application form to the office address identified on the application. For general questions please call (916) 552-9200.

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Child Health and Disability Prevention (CHDP): return application forms to your local CHDP program office. You can find your local CHDP program office address by going to the CHDP website at [www.dhs.ca.gov/chdp](http://www.dhs.ca.gov/chdp) and clicking on **Local CHDP Directory**. For general questions please call (916) 327-1400.

Comprehensive Perinatal Services Program (CPSP): return application forms to your local Perinatal Services Coordinator. You can find the name and address of this person by going to the CPSP website [www.mch.dhs.ca.gov/programs/CPSP](http://www.mch.dhs.ca.gov/programs/CPSP) and clicking on **Perinatal Services Coordinators, February 2005**. For general questions please call (916) 650-0371.

Family Planning, Access, Care, and Treatment (Family PACT): return application forms to the office address identified on the application. For general questions please call (916) 650-6794.

### **Review of Completed Application Forms**

The applicable health program office will review the completed form(s) to ensure compliance with enabling laws and regulations, and for Family PACT, waiver requirements. In addition to the on-site licensing inspection, an on-site evaluation or background investigation will be conducted if required by the applicable health program. The application review process conducted by the four health programs will occur simultaneously with the licensing process.

### **Initiating Enrollment in the Four Health Programs**

License approval followed by Medi-Cal provider enrollment must occur before a decision can be made regarding the primary care clinic's participation in any of the four health programs. After your license has been issued, you will receive a "Welcome Letter" from the Medi-Cal program. The Welcome Letter includes your assigned Medi-Cal provider number that is required for health program participation. When you receive the Welcome Letter, you are responsible for notifying the same health program offices to which you submitted your application forms and provide your Medi-Cal provider number. The health program offices will then be able to finalize the decision on participation.

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If you have any questions regarding the completion of the health program applications, please contact the applicable health program office directly. Thank you for your interest in obtaining a primary care clinic license and participating in these health programs administered by the Department.

Sincerely,

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Deputy Director  
Primary Care and Family Health

Stan Rosenstein  
Deputy Director  
Medical Care Services

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Licensing and Certification Program